

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CHIEF ADMINISTRATIVE OFFICER**

Spec No. 1100

### **BASIC FUNCTION**

To plan and direct the activities of assigned division. Act as lead manager for PDS and Acting Director in the Director's absence.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Act as lead manager; assume duties of the Director in his/her absence.
2. Plan, organize, coordinate and direct the division and departmental activities relating to, but not limited to, the following functions; budget, finance, payroll, accounts payable and receivable, personnel, capital equipment and automation, statistical records, management reports, regulatory reform counter service, and code enforcement.
3. Oversee the preparation of the division and department budget; manage division work performance within adopted budget allocations; administer the adopted budget.
4. Prepare or supervise the preparation of the division plans, goals and objectives; develops division work program; establish staffing and scheduling requirements; monitor progress.
5. Assign, supervise and evaluate the work of supervisors, technical leads and reporting staff; advise, assist and train subordinates as necessary.
6. Direct the preparation and maintenance of reports and records of the division operations, work performance and production; evaluate division operations and initiate changes as necessary; develop and implement division and departmental administrative and operational policies, procedures, and standards.
7. Select, hire, terminate and discipline subordinate employees as may be delegated by the Director; administer personnel rules and union contract within the department; represent the department in union negotiations and interface.
8. Act as technical resource for staff; sign off on appropriate documents, make decisions on code enforcement, code interpretations and recommendations to Director on legal action.
9. Negotiate and administer contracts relating to division functions and operations.
10. Promote good customer service and public relations; coordinate operations and promote partnerships with other divisions, departments, outside agencies, citizen groups and the general public; represent the division and/or department at public meetings or hearings; make presentations before council and coordinate with the council on behalf of the director.

### **STATEMENT OF OTHER JOB DUTIES**

11. Performs related duties as required.

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**MINIMUM QUALIFICATIONS**

A Master's degree in accounting, business or public administration, economics, finance or other related field; AND, six (6) years of progressive experience in accounting, financial management, or public administration experience and a minimum of three (3) years of management level experience in these areas; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- laws, rules and regulations governing governmental accounting, budgeting, finance, personnel, building and land use;
- principles and practices of modern supervision, program planning, and administration and contract negotiation and administration.
- conflict management and effective communication skills.
- computers.

**SUPERVISION**

Employee reports to an administrative superior as assigned.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 113 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous